

# **GUIDE FOR REQUEST OF EWTS TRAINING CERTS**



**Version 1.0  
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## **1.0 Current Provisions**

The first set of EWTS Certificates (5 Travelers, 5 Authorizing Officials and 1 LDTA) is provided to the Site Lead Defense Travel Administrator (LDTA) upon completion of all formal DTA Training classes. Requests for additional or replacement EWTS Training Certificates (certs) are received into the PMO Deployment & Operations Division, Training/Usability Branch on a request form (see Appendix A). This Guide provides instruction and guidelines to requestors who have a need for additional or replacement certs at their sites. Requestors should review the sections pertaining to Considerations and Alternatives to fully understand how EWTS certs can and should be controlled.

### **1.1 EWTS Cert Limitations**

Training certs are valid for 3 years only. They cannot be renewed due to the process integrity of the system. However, the SSNs used to create the certs can be re-used. All training certs must be controlled the same as the personal certs on your Common Access Card. Therefore, control documents and procedures must be maintained on each cert issued.

### **1.2 EWTS Training Environment**

The EWTS training environment utilizes training certs only. These certs are attached to mock organizations created for the purpose of user training of DTS. Do not change these organization names! Using your LDTA cert you are able to create sub-organizations for training purposes, create or change routing lists, and give permissions as necessary. The traveler cert profiles can be manipulated by traveler or LDTA, but it is recommended that only those who understand the system attempt changes since some changes are critical to future functioning of DTS documents.

## **2.0 New Cert Process**

The process for creating new EWTS certs has a timeline dependent upon several factors. The process requires the same number of time-consuming steps to create one cert as it does for ten. They are created through the use of a controlled program by the PMO DoD Local Registration Authority (LRA). This process can take from 30 minutes to 2 hours for 10 certs, dependent upon response time at that moment.

## **3.0 Considerations**

The following points are provided for user evaluation of training cert needs:

1. Does the site have a dedicated training room(s) where DTS training is conducted?
2. Can periodic DTS training be setup at a central location for this site?
3. How many students (each with own computer) are trained at one time?
4. Does the site have a plan for control of the EWTS certs (See Section 1.1)?
5. Does the site have a DTS Training Plan?

## **4.0 Alternatives**

The following is a guideline for DTS instructors when training in the EWTS environment:

1. Each site is provided, at a minimum, one LDTA EWTS Training cert. Once organizations are created, routing lists established, and LOAs added, then the use of the LDTA cert should be minimal for DTS traveler demonstration purposes.
2. When conducting a DTS traveler class, only one EWTS AO cert is necessary as long as all EWTS travelers are in one main organization.
3. If training is provided for travelers or AOs, using EWTS traveler certs, a class would require only one cert for each student. AO certs can also be used to create travel documents.
4. A centralized DTS training facility that can accommodate the training needs of an entire site requires only the minimum number of certs to conduct a class and, at the same time, provide a controlled environment for the EWTS training certs.

## **5.0 Request Form**

A EWTS Training Cert request form can be found at Appendix A of this document. Complete the highlighted sections using the [Insert] button on your computer, and e-mail to the PMO-DTS Field Operations Team POC for your Service/Agency. Please be as explicit as possible in the justification portion of the form. This section may be used to determine your cert needs that go beyond known information such as site population or number of organizations.

## **6.0 Lead Time**

Please allow 2-4 weeks for PMO-DTS processing. Due to the high volume of requests, preparation time required, and manpower constraints, there can be a backlog of certs to be processed.

APPENDIX A

**REQUEST FOR TRAINING CERTS**

(Complete highlighted areas)

**Requestor Contact Information**

Name: \_\_\_\_\_

**Commercial** Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Organization Information**

Site: \_\_\_\_\_

DTS Org. Name: \_\_\_\_\_

DTS Training Org. Name: \_\_\_\_\_ (The name used in EWTS)

**Training Setup Information**

Dedicated DTS training area? **YES** \_\_\_\_ **NO** \_\_\_\_

Number of computers used for DTS training - \_\_\_\_

Number of on-site locations training DTS simultaneously - \_\_\_\_

**Certificate Request Information**

Current certs due to expire: (Date) \_\_\_\_\_ (Instructions to locate the cert expiration date are available upon request)

Are you a Phase III site? **YES** \_\_\_\_ **NO** \_\_\_\_

Did you receive initial training certs? **YES** \_\_\_\_ **NO** \_\_\_\_ If **Yes**, how many? \_\_\_\_

Is the current number of certs inadequate? **YES** \_\_\_\_ **NO** \_\_\_\_

If **Yes**, why? (This will be used as justification for new certs)

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Number of EWTS Training Certs requested: # **Traveler** \_\_\_\_ # **AO** \_\_\_\_ # **DTA** \_\_\_\_

Desired receipt date: \_\_\_\_\_

Request Approved? **YES** \_\_\_\_ **NO** \_\_\_\_ Stipulations \_\_\_\_\_ [For Internal Use Only]